



**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIRECTOR'S OFFICE**

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298
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UNCLASSIFIED JOB ANNOUNCEMENT

Division Administrator, State Library, Archives and Public Records

POSTED: March 22, 2016

POSITION LOCATION:
Carson City, Nevada

RECRUITMENT OPEN TO:

All qualified applicants. This position is appointed by and serves at the pleasure of the Director of Administration. This position may be filled at any time during the recruitment process.

APPROXIMATE ANNUAL SALARY:

Up to \$98,880 plus benefits (Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary).

BENEFITS:

The State benefits package includes a defined benefit retirement plan, medical, dental, vision, life and disability insurance; 11 paid holidays, and paid sick and annual leave. A tax-sheltered deferred compensation plan is available. Please see informational links below to learn more about benefits.

POSITION DESCRIPTION:

This position is responsible for administering the Nevada State Library, Archives and Public Records (NSLAPR) in accordance with State and Federal law, regulation, policy and standard library information science, records management, and archival practices. Plans, organizes and directs statewide programs, services and activities provided by NSLAPR such as the statewide program of development and coordination of library and information services, the U.S. Bureau of the Census, State Data Center programs, the State records management program, the preservation of State public records, and administers State and Federal funding for local libraries, etc.; responsibility for agency budget preparation, control and legislative presentations; supervision of professional and supervisory staff; grants management; and frequent and regular contacts with local, regional and national organizations and entities. Serves on and/or coordinates the activities of numerous boards, committees, councils and associations related to library and archives activities and performs other duties as assigned or required.

TO QUALIFY:

The minimum qualifications for this position require graduation from a library school accredited by the American Library Association or certification by the Academy of Certified Archivists and five years of library or archival experience in an administrative capacity. The qualified candidate will have experience in leading and motivating employee's; demonstrate the ability to create a positive work environment and strong customer service.

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL FILLED:

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process).

SUBMIT RESUMES/DIRECT INQUIRIES TO:

Department of Administration

Director's Office

Attn: Lee-Ann Easton, Deputy Director

515 E. Musser Street #300

Carson City, NV 89701

leaston@admin.nv.gov

In subject line please reference: **Division Administrator, NSLAPR**

In your cover Letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

The State of Nevada is an Equal Opportunity Employer and does not discriminate on the basis of sex, age, religion, race or disability.

INFORMATIONAL LINKS

For more information about state employment and available benefits, visit the following websites:

Division of Human Resource Management: <http://hr.nv.gov>

Public Employees Retirement System: <http://www.nvpers.org>

Public Employees Benefits Program: <http://pebp.state.nv.us>

Nevada Deferred Compensation Program: <http://defcomp.nv.gov/>